



**American Samoa Community College**  
***Division of Student Services – Financial Aid Department***  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Financial Aid Coordinator  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

Under the direct supervision of the Financial Aid Officer, the Financial Aid Coordinator will perform the day-to-day activities of a professional financial aid administrator. The primary function is to help students fund their educational programs by administering the Financial Student Aid (FSA) program, specifically, the Federal Work-Study (FWS) program. He/she must ensure compliance with the administration of FSA programs and comply with the Rules of Behavior, and Privacy Act while accessing FSA systems. The Financial Aid Coordinator will be responsible for the completion and submission of the National Student Loan Default (NSLDS) Enrollment Report, and ensure all student changes in status are identified, updated, and submitted accurately within the required time frame. The Financial Aid Coordinator is also responsible for Financial Aid Outreach including Financial Aid Day (FAD), Financial Aid Awareness Month, and Financial Literacy Month. The Financial Aid Coordinator will carry out the responsibilities and expectations of a Financial Aid Administrator by adhering to all federal, state, and institutional regulations and deadlines with integrity, along with upholding the mission and vision of the American Samoa Community College. This position requires knowledge of data entry; organizational skills; maintenance of accurate, complete, and confidential records; and working with stakeholders, agencies, and the ASCC Business Office.

**Responsibilities and Duties:**

**Administrative**

- Actively participate in institutional or College committees, training and/or extracurricular activities
- Actively participate as a member of the institutional accreditation committees
- Support the mission and vision of the College, Student Services, and Financial Aid Office
- Attend prospective student functions on campus, including appropriate SGA events
- Develop, conduct, and participate in institutional or community events to present financial aid information

**Technical**

- Interpret and adhere to all federal, state, and institutional regulations, policies, and procedures governing Federal Student Aid including FERPA
- Coordinate and monitor the Federal Work-Study Program
- Administer the financial aid processes, including applications, verification, eligibility determinations, packaging, grant awards, work-study awards, scholarship awards, return of federal student aid, and professional judgment decisions
- Provide training to other financial aid staff personnel as necessary
- Provide financial aid counseling to students and processes student financial aid files in accordance with federal and state regulations
- Maintain accurate and complete FWS documentation (timesheets, contracts, etc) of student files for verification and audit purposes
- Coordinate with Human Resources to ensure student eligibility for employment (work-study) placement and new student orientations. Process student employment paperwork, post/monitor

**AMERICAN SAMOA COMMUNITY COLLEGE**  
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student employment earnings, track FWS expenditures and keep Financial Aid Officer informed. Act as liaison for off-campus student employment placement and take responsibility for the maintenance/renewal of off-campus contracts

- Counsel and advise students about FWS eligibility and financial aid problems
- Generate student correspondence produced by the Financial Aid Office such as FAFSA Corrections, Verification Forms, SAP notifications, Missing Documents, and other Financial Aid requirements
- Resolve aid discrepancies, rejects, over-awards, under-awards, and R2T4
- Verify all student information provided on various financial aid forms and legal documents is accurate, current, and consistent with applicable supporting documentation
- Respond to student financial aid inquiries
- Maintain professionalism and confidentiality with all student interactions and transactions
- Develop, revise, and update Financial Aid brochures, handouts, flyers, etc.
- Ensure aid is paid to students' accounts in a timely manner
- Maintain competency and professional currency through self-directed professional reading, completing annual training and/or courses with the Federal Student Aid (FSA) Training Center, and participating in professional development training(s)
- Review, evaluate & and document all FWS applications, contracts, timesheets, and other forms daily
- Maintain the Financial Aid Office Standard Operating Procedures (SOP) by updating changes with FWS, NSLDS, and Outreach processes
- Assist in Software System updates and setup, as well as the daily transmission of ISIRs, messages, and other important documents from the US Department of Education through the ED Connect and Datatel
- Compile and review financial aid documents required for the Institution Audit report to ensure compliance and accuracy
- Maintain complex use of computer programs and/or systems for reporting, tracking, monitoring, and process, record, and retrieve Financial Aid data
- Cross-train with an assigned staff member as a backup
- Contribute to the overall success of the Financial Aid Office by performing all other duties as assigned

### **Planning**

- Review the annual authorized amount for the FWS program and plan the allocation of award amounts for the Award Year
- Coordinate with the Admissions Office on outreach programs
- Develop and conduct financial aid presentations, activities, and/or events for Financial Aid Awareness Month (February), National Financial Literacy Month (April), Financial Aid Day (3<sup>rd</sup> Wednesday in October), and other Financial Aid Community Awareness events and/or activities
- Develop and submit the annual Federal Work Study (FWS) Program Calendar for the current catalog year to include application release and deadline dates and FWS Orientation., student placement, program start date, last day of work, timesheet and tentative payout dates.

### **Reporting**

- Ensure completion and submission of the bi-monthly National Student Loan Default (NSLDS) Enrollment Report as required by federal regulations under Title IV Administration. Ensure all student changes in status are identified, updated, and submitted accurately within the required time frame
- Develop and maintain accurate statistical FWS reports of aid applications and recipients, funding increases and decreases, and other statistical information requested
- Complete FWS reconciliation for the Fiscal Operation Report and Application to Participate (FISAP)

**Minimum Qualifications:**

- Bachelor degree
- At least three (3) – five (5) years of direct work experience
- Professional knowledge in data management, systems, and processes
- Knowledge of Financial Aid policies and eligibility requirements
- Knowledge of basic tax forms, the Family Education Rights and Privacy Act (FERPA), and basic mathematical and accounting principles

**Salary Range:** GS-13/01-03: \$35,412.00 - \$37,492.00 per annum

**Application Deadline:** December 4<sup>th</sup>, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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